

**WOODS CROSS CITY COUNCIL MEETING  
DECEMBER 2, 2025**

The minutes of the Woods Cross City Council meeting held December 2, 2025, at 6:30 P.M. in the Woods Cross City Hall located at 1555 South 800 West, Woods Cross, Utah.

**COUNCIL MEMBERS PRESENT:**

Ryan Westergard, Mayor  
Jim Grover

Wally Larrabee  
Gary Sharp

**COUNCIL MEMBERS EXCUSED:**

Julie Checketts

Eric Jones

**STAFF PRESENT:**

Bryce Haderlie, City Administrator  
James Bigelow, Police Chief  
LaCee Bartholomew, Community Services Manager  
Curtis Poole, Community Development Director

Annette Hanson, City Recorder  
Saverie Terzo, Police Dept.  
Jaden Wilstead, Police Dept.  
Johnny Filler, Public Works

**PUBLIC ATTENDANCE:**

Adam Orme  
Lois Schrader  
Terzo Family

Shivam Shah  
Marc Croft  
Wilstead Family

Don Schrader  
Neil Croft

**INVOCATION/PLEDGE:**

Jim Grover

**INTRODUCTION AND OATH OF OFFICE FOR OFFICERS SAVERIE TERZON AND JADEN WILSTEAD**

The Mayor gave the floor to Chief Bigelow who noted there would be two new police officers joining their department and serving the city of Woods Cross. Officers Terzo and Wilstead introduced themselves and their families. The Mayor said he and the Council were very excited to have them here and hoped serving in Woods Cross would feel like home to them.

The Oath of Office was administered to the two new officers, and their badges were pinned on by their family members. The Mayor and Council congratulated them on their new appointments and said they were very excited to have them serving in Woods Cross and thanked them for their service to the community.

**CONSENT AGENDA**

Following the review of the consent agenda items below, Council Member Grover made a motion to approve the consent agenda items. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO APPROVE MINUTES**

The City Council reviewed and approved the minutes of the City Council meeting held 11/18/25 through the consent agenda.

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**RATIFY CASH DISBURSEMENTS**

The Council reviewed the cash disbursements for the time period of 11/14/25-11/25/25.

The cash disbursements were approved through the consent agenda.

**CONSIDERATION TO ADOPT ORDINANCE 633 AUTHORIZING RENEWAL OF RAP TAX, PROPOSITION #1, AS APPROVED BY VOTERS ON THE GENERAL ELECTION OF NOVEMBER 4, 2025**

The City Administrator noted having completed the requirements set forth in the Utah Code 59-12-14 City or Town Option Funding for Botanical, Cultural, Recreational, and Zoological Organizations or Facilities, the ordinance is ready for the Council's consideration and vote. He also noted after the approval vote for the RAP Tax in the recently held general election, the ordinance authorizes the continuation of the RAP tax by a vote of the City Council. He noted the draft ordinance has been sent to the city attorney, and the Utah State Tax Commission for review. He said he has also asked for confirmation due to the language in the Utah Code 59-12-1402, this ordinance will go into effect on April 1, 2026, and that Ordinance 2015-569 will not expire until March 31, 2026. He noted that it would be 10 years after it went into effect on April 1, 2026.

This ordinance was adopted by consent agenda

**CONSIDERATION TO ADOPT RESOLUTION 2025-954 APPROVING POSITION OF COMMUNITY DEVELOPMENT/PLANNING PERMIT COORDINATOR**

The Mayor gave the floor to the Community Development Director who noted with the upcoming retirement of Marcee Meeks, staff has identified an opportunity to rebalance and realign responsibilities within the department. He noted that as a smaller department, cross-training is essential to maintain continuity of operations during absences and periods of increased workload.

The Community Development Director noted staff had been working on a revised list of responsibilities, duties, and minimum qualifications for this position. He said based on this review and comparisons to similar roles in other organizations, the proposed position reflects a blend of a building permit technician, planning technician, and administrative assistant. He noted the recommended title for this role is Planning and Permit Coordinator.

The Community Development Director said the new position would retain all current Administrative Assistant duties while also assuming additional responsibilities, including:

- Scheduling development review meetings
- Coordinating plan reviews
- Answering basic planning and zoning inquiries
- Managing application and plan-submittal workflows to ensure compliance with state law
- Providing limited administrative approvals on qualifying applications
- Serving as a cross-trained backup for business licensing and non-enforcement code enforcement duties

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Compensation Comparison

<b>Position</b>	<b>Wage Minimum</b>	<b>Wage Maximum</b>
Administrative Assistant	(current) \$20.47	\$31.76
Planning and Permit Coordinator (proposed)	\$22.01	\$34.12

This represents an hourly increase across the compensation range of approximately \$2.36.

Resolution 2025-954 approving the new Planning and Permit Coordinator position was adopted through the consent agenda.

**CONSIDERATION TO ADOPT RESOLUTION 2025-955 APPROVING APPLICATION FOR AMERICA 250 YEAR CELEBRATION GRANT**

The Community Services Director noted the state of Utah is commemorating the nation's 250th anniversary in 2026. She said this is a unique, once-in-a-generation opportunity to reflect on our state's rich history, build community, and look forward to the future. She said America 250 Utah is working to partner with every county and municipality in Utah to make this a truly statewide celebration.

Through this effort, the City is asking for a \$1,500 America 250 grant for community-based programming.

She said this grant would help support the community breakfast and patriotic program and summer recreation classes and provide educational enrichment while supporting the goals of the America 250 program.

This resolution was approved through the consent agenda.

**PUBLIC COMMENT**

The Mayor gave the floor to the Community Services Coordinator, and she thanked everyone for their support for the Tree Lighting activity that was recently held within the city to kick off the holiday season. She said there was a great turnout and everyone had a wonderful time.

**PUBLIC HEARING AMENDING TITLE 12, ZONING ORDINANCE CHAPTER 19 LIGHT INDUSTRIAL/ BUSINESS PARK ZONE I-1 TO ADD ARCHITECTURAL PANELS AS AN ALLOWED BUILDING MATERIAL**

The Mayor gave the floor to the Community Development Director, Mr. Curtis Poole. Mr. Poole noted there had been an applicant representing Salt Canyon who had come to the last Planning Commission meeting and had submitted a text amendment application requesting that metal architectural panels be added to the list of allowed building materials in the I-1 Light Industrial Zone. He said Salt Canyon has an active site plan application under staff review for a vacant property along 1100 West, which will be presented at a future Planning Commission meeting.

Mr. Poole said the Commission held a public hearing at its November 25 meeting, reviewed the request, and has forwarded a positive recommendation to the Council.

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Mr. Poole said staff finds this amendment reasonable, as it broadens the available building materials while maintaining the intent of the design standards. He said that allowing architectural metal paneling provides additional flexibility for designers and encourages a higher-quality appearance without opening the door to undesirable, low-quality metal siding.

Following the information given, Council Member Sharp said he felt what had been discussed in the Planning Commission meeting regarding the reflection of metal being a potential problem would not be an issue.

The Mayor noted technology and building materials have come a long way over the years and there are nicer products available now.

Council Member Grover asked about the phrase “intentional color.” Mr. Poole said the Commission interpreted that to mean as an applicant comes in for design approval it would be with a planned design and intentional thought would have been put behind it to make sure the colors fit into the area the project would be located in.

The Mayor then opened the public hearing.

Mr. Shivan Shah who had asked for this amendment, addressed the Council, and thanked them for their time on this matter. Mr. Shah said the “intentional color” meant to him that the colors will work with the development area and look nice. He said the metal he is proposing to use is not the old, corrugated metal that looked bad. He invited any questions. There were no further questions or comments, and the Mayor closed the public hearing.

**CONSIDERATION TO ADOPT ORDINANCE 634 AS NOTED ABOVE**

Following the public hearing and the above discussion, Council Member Sharp made a motion to adopt resolution 634 amending title 12, zoning ordinance chapter 19 Light Industrial/Business Park Zone I-1 to add architectural panels as an allowed building material. Council Member Grover seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO ADOPT ORDINANCE 635 AMENDING TITLE 12, ZONING ORDINANCE CHAPTER 28 LAND USE AND SUPPLEMENTARY REGULATIONS, ADDING LIGHT COMMERCIAL FLEX AS CONDITIONAL USE IN THE C-2 (GENERAL COMMERCIAL) ZONE**

Mr. Poole continued with the floor and noted that Mr. Marc Croft had submitted an application requesting a text amendment to allow light commercial flex manufacturing as a conditional use in the C-2 (General Commercial) zone. He said the Planning Commission previously reviewed the request and forwarded a positive recommendation to the City Council.

Mr. Poole noted that when the Council reviewed this recommendation, the Council expressed concern about permitting this use in a commercial zone without requiring a retail component. He noted the Council directed staff to work with the city attorney to determine whether requiring a retail component for light commercial flex manufacturing in commercial zones would present any issues and further directed the Commission to review any revisions recommended by the city attorney.

Following discussions with staff and the City Attorney, the following approach is recommended:

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- Add light commercial flex manufacturing as a conditional use in the C-2 zone with an accompanying footnote stating: *"Uses located in a commercial zone shall require a retail component as part of the business."*
- No changes are proposed to the existing definition of light commercial flex manufacturing, as industrial zones that currently permit this use do not require a retail component.

Mr. Poole noted the Planning Commission has forwarded a positive recommendation to the City Council to approve the amendment allowing light commercial flex manufacturing as a conditional use in the C-2 zone by adopting Ordinance 634.

Following the information given by Mr. Poole, Council Member Sharp said allowing this to be retail commercial made a lot of sense, as did allowing it in the automotive zone also makes a lot of sense. He said there are other businesses that would not be doing things like this, but they wanted to allow it in a broad sense.

The City Administrator noted that by keeping this in the retail zone, it would be on a smaller scale, and it could be evaluated on a small scale. The Mayor said he likes the restriction on it in any space in that zone and he likes putting in the retail component for now and trying it out and seeing how it works. He said it would be easier to move it ahead in a small way and it would be easier to go slowly than have to pull it back in if it did not work out.

Council Member Grover also said he felt keeping it on a smaller scale would be a good idea. Council Member Sharp also said he could support that choice.

**CONSIDERATION TO ADOPT ORDINANCE 635 AS NOTED ABOVE**

Following the above discussion, Council Member Sharp made a motion to approve ordinance 635 amending title 12, zoning ordinance Chapter 28 land use and supplementary regulations, adding light commercial flex as conditional use in the C-2 (General Commercial) zone with the wording that was provided by the City Attorney. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

The Mayor thanked the Crofts for being part of the Woods Cross community and for choosing to operate their business in Woods Cross City.

**SOUTH DAVIS RECREATION PROPERTY TAX INCREASE PROPOSAL**

The Mayor noted as one of the board members of the South Davis Recreation District he needed to bring a proposed property tax increase to the attention of the City Council. He said the District is required to put it on the Council's agenda, make notice of it and allow for discussion from the legislative body and the public. He said the proposed tax increase over the next calendar year would increase from \$42.15 to \$44.26 on the cost of an average home (valued at \$623,000). This is an average increase of \$2.11 a year. The increase on a business would be \$76.63 to \$80.46 or a \$3.83 increase per business. The Mayor said if the proposed budget is approved, the recreation district would receive \$86,200 more per year as a result of the tax increase.

Council Member Sharp asked if the recreation district is resolving their financial problems. The Mayor said they are getting those issues resolved. He said the fees had been increased and the board has looked at team sports, individual entrance fees, race fees, to make sure the programs were being charged appropriately. He

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said they tracking business in a much more detailed manner so fees can cover the costs of the classes and activities being held at the district or can be looked at to be subsidized if it is needed. He said they are making substantial progress in improving the financial position of the district.

Council Member Grover asked what cities participate in the district. The Mayor said there are five cities, North Salt Lake City, Woods Cross City, Bountiful City, West Bountiful City and Centerville City. The Mayor also noted there was one school participating in hockey using the recreation center ice that is outside of the taxing district. The Mayor said the board is working with the school district to receive tax dollars to contribute to the recreation center for teams outside of the taxing district.

**CITY ADMINISTRATOR'S REPORT**

1. Coordination with the State Tax Commission regarding the ordinance to adopt the RAP tax for another 10 years (to April 1, 2036).
2. Working with the candidates on the subsidence projects and bringing the agreements to the RDA board in the next 1-2 months.
3. Working to resolve past issues with the West Legacy Trail asphalt project.
4. Staff are making preparations for the Strategic Planning Session to be held with the city council on January 8-9, 2026.
5. Staff and Council held a "Soup for Everyone" fall luncheon where we accepted donations to the Bountiful Food Pantry. Staff contributions filled most of two 55-gallon drums.
6. I attended the Utah League of Cities and Towns, Legislative Policy Committee meeting on November 17, 2025. Highlights of the meeting included:
  - a. Preparing for the upcoming legislative session.
  - b. We are encouraged to meet with our legislators and discuss the impacts that we would face if property taxes were limited or restricted.
  - c. We were updated on the proposed water infrastructure project fee that is being discussed. It is a proposed tax or fee charged on utility bills and then passed onto the state agency that would manage the fund. We just need to consider, if it is on our utility bill, who do you think the public will be mad at?
  - d. All of the LPC files can be found at:  
<https://www.ulct.utah.gov/advocacy/legislative-policy-committee/lpc-agendaminutes/>  
Calendar of Event – Please see the Community Service Report in the council packet.

**QUESTIONS/DIRECTION TO STAFF**

Council Sharp asked the City Administrator if the State Tax Commission had any concerns with accepting the city's RAP Tax proposal. The City Administrator said he was not aware of any concerns about the proposed RAP tax increase by the State Tax Commission. Council Member Sharp thanked the City Administrator for his hard work, and said he also appreciated all the staff and what they did for the city.

**COUNCIL REPORTS**

Council Member Sharp said he had attended his last Planning Commission meeting and the items discussed were the same ones the Council had addressed at their meeting tonight.

The City Administrator said there is a Council meeting planned for December 16, 2025.

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The City Administrator said there would be a Christmas lunch on December 18 at noon for everyone.

**CLOSED MEETING**

There was nothing for a closed meeting.

**ADJOURNMENT**

There being no further business before the City Council, Council Member Larrabee made a motion to adjourn the meeting at 7:28 PM. Council Member Grover seconded the motion, and all voted for the motion through a roll call vote.

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Ryan Westergard, Mayor

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Annette Hanson, City Recorder

Approved by City Council December 16, 2025